



**LOWELL PUBLIC SCHOOLS**  
Henry J. Mroz Central Administration Offices  
155 Merrimack Street  
Lowell, MA 01852

Joel D. Boyd, Ed.D.  
Superintendent

Tel: 978-674-4324  
Fax: 978-937-7609  
E-Mail: [jhall@lowell.k12.ma.us](mailto:jhall@lowell.k12.ma.us)

To: Superintendent of Schools  
From: Chief of Operations  
Date: February 10, 2022  
Re: Report on Motion on Filter Changes on HVAC

On January 19, 2022, the School Committee approved the following motion:

[by Stacey Thompson]: Request that the Superintendent provide the committee with a report of ongoing records detailing the frequency of HVAC unit filter changes in each of the school buildings. This request will be ongoing as a measure to keep awareness and transparency of air quality efforts for both students and staff.

Maintenance of all HVAC equipment within the schools is the responsibility of the Lowell Department of Public Works. The DPW HVAC technicians provide filters for all of the equipment and replace the filters on the majority of the HVAC equipment in the schools.

Our building services employees only replace the filters in the classroom unit ventilators which are provided by the DPW. Our employees do not change any filters that are not accessible from the ground as they are the responsibility of the DPW. These filter changes are carried out as part of the typical ongoing efforts by building services employees in each school. Work orders are only generated for work to be carried out by others outside of the schools. Filters are typically changed out on a very regular basis, usually during school vacations. Understanding the intent of this motion, going forward building service employees will record the exact date that filter changes occur in each school, so that the Facilities Department can monitor the changes, and report the information to the School Committee.

The Facilities Department has requested information from the City in regard to filter changes for the HVAC equipment in order to answer the majority of this motion; however, that information has not yet been provided.